

Assistant Manager

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Company: Noon Dubai

Location: dubai

Category: other-general

What will you do? The candidate will be responsible for managing the day-to-day administrative activities within rocket operations for the country. 1. Vendor management and supply assurance a. Support the country teams with hiring as per plan b. Ensure rider availability across all the locations c. Engage with vendors daily d. Manage the attendance and payouts for the manpower hired e. Liaise with the relevant departments on closing contracts f. Manage the renewal of manpower contracts g. Ensure canter availability for stock transfers 2. Packing material and consumables a. Manage the packing material and consumables across stores b. Ensure packing material for Rocket is available in the main warehouse c. Coordinate with suppliers to ensure timely delivery of packing materials d. Ensure uniform availability and branding are taken care off 3. Procurement and finance cycles a. Ensure relevant PRs are raised for each department b. Ensure FIN tickets are raised promptly c. Manage petty cash across all locations 4. Monitor the overall cost incurred per store and maintain vendor masters What will you need? • Candidate should have strong communication skills • Bachelors or Masters in any relevant field • Stronghold in Excel or Google sheets • Min of 2-4 years experience in vendor management

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